

**IEEE P7003 Working Group
Meeting Minutes
1st September 2022 / 13:00 PM UTC – 15:00 PM UTC
Teleconference**

1. Call to Order

The meeting was called to order at 13:05 UTC

2. Roll call and Disclosure of [Affiliation](#)

The list of attendees is attached. A quorum was reached and noted.

3. Approval of September Agenda

Added point 10.III consideration of use cases. ***Motion to approve the amended agenda for the September meeting.*** The motion was approved.

4. [IEEE Patent Policy](#) (Call for Patents)

The call for patents was raised; no one raised any concerns or any comments for consideration.

5. [IEEE SA Copyright](#)

The copyright policy was presented.

6. [Participant Behaviour](#)

The participant behaviour slides were presented.

7. Approval of 7th July meeting minutes

Motion to approve the minutes from the 7th July 2022 meeting. The motion to approve the minutes from the 7th July meeting was approved.

8. Announcements

None

9. Structural review of P7003 work

I. Review of PAR, scope and purpose

Refers to specific methodologies which we have been avoiding, and also talks about certification which we are not doing. How does this talk of certification link to certifiAied? Sections have evolved into addressing more aspects of the system life cycle than just creation. The standard is not just creation of the system but the whole life cycle. Need to submit an updated PAR based on what we have learnt and what we have ended up putting into the standard. First stage is to draft a new scope.

Motion that a new version of the PAR is needed, amending 5.2, 5.4, 5.5, and 5.6. Motion approved with no disagreements.

Action: Ansgar to establish the process for enacting the amendment. Trish, Clare, Julian, and Roisin volunteered to amend the text before the next meeting.

II. Review of P7003 content ("Cultural Aspects")

Deep dive into each section and discussion of which sections still need work. Some things need moving perhaps to different sections, and others may not be included. Aim to complete to include in new master document Octoberish. Discussion on how to include issues including nature and the environment, and how different cultures approach it.

Next call address terminology issues throughout the standard.

III. Discussion of Use Cases

Need a team to pull this together and work on the use cases. Use cases are ways of explaining how the standard would be used depending on the system. At this stage need to identify three good example applications (not all AI) and draft information about them so that others can work with it. There is a google document with some starting points for suggestions.

Action: Ansgar to put a call to the mailing list for volunteers.

10. Updated Outline Discussion

i. Requirements

Ansgar found a good reference to help with this.

ii. Stakeholder Identification

Done and reviewed, but the purpose of this and iii and iv are not aligned with the PAR scope, so need to see where the PAR is modified to see what needs to be done.

iii. Risk and Impact Assessment

As above

iv. Data Representation

As above

v. System Evaluation

Need to check in on the requirements section for alignment

vi. Conceptualizing Algorithmic Bias

Jessica provided update via email - Received the bias in AI life cycle reference from Abel that he promised to share during the last meeting and currently reviewing it.

How will the 'how to' and visual life cycle fit into this?

vii. Legal Frameworks

No update

viii. Human Factors

Still to be revisited

ix. Cultural Aspects

As above

11. Any Other Business

12. Dates/times for Future Meetings

- Thursday 6th October @ 2100 UTC

- To discuss upcoming meeting times and whether to alter the 2100 UTC timings due to lack of attendance
On the last several calls that were at the later time we did not reach quorum and have only a very few people who attend.

Motion to move the later call to 2000 UTC. Motion approved. DONM
Thursday 6th October @ 2000 UTC

13. Adjourn

Meeting adjourned at 16:08

Attendees:

Last Name	First Name	Employer/Affiliation	Voting
Albalkhi	Rahaf	Independent	
Carneiro	Magnovaldo	Univesp – Virtual University of Sao Paolo	
Clifton	Chris	Purdue University	X
Courtney	Patrick	tec-connection	X
Dowthwaite	Liz	University of Nottingham	X
Hagar	Jon	Independent	X
James	Clare	Independent	X
Koene	Ansgar	EY and University of Nottingham	X
Leppala	Jussi	Valmet	X
Loughran	Roisin	Dundalk Institute of Technology	X
Padget	Julian	University of Bath	X
Rivas	Pablo	Baylor University	X
Shaw	Trish	Beyond Reach	X
Szczekocka	Ewelina	Independent	X
Weger	Gerlinde	Independent	X